



Alabama Emergency Management Agency
Certified Local Emergency Manager (CLEM) Process

In accordance with Act 2007-462, as passed by the Alabama legislature and signed into law by Governor Bob Riley, the following procedures are to be used in certifying local emergency management directors.

In order to expedite the certification process, materials for each requirement area should be submitted in a white, three-ring binder without tabs or page protectors.

Submit to:

Alabama Emergency Management Agency
c/o CLEM Coordinator
5898 Co. Rd. 41
P.O. Drawer 2160
Clanton, AL 35046

You will receive an email acknowledging receipt of your package. A review of your submission will be conducted and the official results will be sent to you by U.S. mail. Please allow 30 days for a reply.

The following list outlines the documentation required for validation. See **Synopsis of Act 2007-462 Local Emergency Management Assistance Fund** and the **Question & Answer** for additional helpful information.

- 1) Two years of college level education (64 semester or 96 quarter hours). These hours do not have to be on a transcript, only applicable to a transcript at an accredited institution of higher education. (Any person serving as a local emergency management director on the date of passage of this act shall be deemed to satisfy the college requirement providing he or she has a minimum of five years work experience as a local emergency management director).

Proof of compliance: Transcript or a degree path showing courses as requirements. A letter concerning any foreign school credits is attached.

- 2) Three years of work experience in emergency response, emergency management, or qualified military service

Proof of compliance: A letter on official letterhead from the agency acknowledging your employment/involvement with the agency; or proper documentation from branch of the military stating service and or deployment assignments and the length of service.

- 3) Two hundred hours of course work in emergency management, as established by the Alabama Emergency Management Agency Director (See attachment A).
Proof of compliance: A copy of course certificates, transcript with course listed, or copy of AAEM Advanced certification.

NOTE: IS-275 is no longer available from FEMA. IS-324, Community Hurricane Preparedness is the accepted replacement.

- 4) If you are currently a Director of a County Emergency Management Agency, include a letter, on letterhead, from your county's emergency management governmental authority stating your current salary plus length of employment as Director.

Should you have any questions, please contact:

Kyle Eskridge at (205) 280-2221 or e-mail at kyle.eskridge@ema.alabama.gov

Requirements are subject to change as determined by the governing board of the Alabama Local Government Training Institute established in Section 11-3-44, Code of Alabama 1975.

ATTACHMENT A

Credit for the two hundred hours of coursework in emergency management can be accomplished by either of the two ways described below:

- 1) Successful completion of the following FEMA Independent Study courses:

Professional Development Series-

- IS-139 Exercise Design
- IS-230 Principles of Emergency Management
- IS-235 Emergency Planning Course
- IS-240 Basic Skills in Leadership & Influence
- IS-241 Decision Making & Problem Solving
- IS-242 Basic Skills in Effective Communications
- IS-244 Developing & Managing Volunteers

-AND-

- IS-001 Emergency Manager: Orientation to the Position
- IS-022 Are You Ready?
- IS-100 Intro to Incident Command Structure
- IS-120 Orientation to Community Disaster Exercises
- IS-200 Basic Incident Command Structure
- * IS-275 EOC Role in Community Preparedness, Response, and Recovery (Replaced by IS-324)
- IS-288 Role of Volunteer Agencies
- IS-300 Intermediate Incident Command for Expanding Incidents (Resident Course)
- IS-317 Intro to Citizens Emergency Response Team
- * IS-324 Community Hurricane Preparedness Program (Replaced IS-275)
- IS-362 Multi-Hazard Planning for Schools
- IS-393 Intro to Mitigation
- IS-400 Advanced Incident Command for Command and General Staff (Resident Course)
- * IS-630 Intro to Public Assistance (Replaced by IS-634)
- * IS-634 Introduction to FEMA's Public Assistance Program (Replaced IS-630)
- IS-700 National Incident Management System
- IS-775 EOC Management and Operations
- IS-800 National Response Plan
- * Q-534 Introduction to Emergency Response to Terrorism (Replaced by Q-890)
- * Q-890 Introduction to Emergency Response to Terrorism (Replaced Q-534)
(Course Located on NFA Website)

* Denotes a course requirement change. If the original course has been completed, completion of the replacement course is not required.

- 2) Any person holding a current Advanced Level certification from the Alabama Association of Emergency Managers will be deemed as meeting the coursework requirements provided that ICS-100,200,300,400,700, & 800 have been completed.

Synopsis of Act 2007-462 Local Emergency Management Assistance Fund

“Certification of Local Emergency Manager”

Act 2007-462 provides supplemental funding for local emergency management agencies meeting the requirements of *Ala. Code Sections 31-9-60 through 31-9-62*.

The first requirement is that you must employ a certified local emergency management director.

To be a certified local emergency management director you must:

- 1) Have completed two years of college level education;
- 2) Have at least 3 years of work experience in the area of emergency response, emergency management, or qualified military services; and
- 3) Have completed 200 hours of course work in emergency management as established by the Director of AEMA. Specific courses shown on Attachment “A”.

NOTE: If you are a local emergency management agency director on the effective date of the Act and have at *least 5 years of work experience as a local emergency management director* you will be deemed to meet the 2 year college education requirement. You still must have completed the 200 hours of course work or have been declared an Advanced Emergency Manager by the AAEM with IS-100, 200, 300, 400, 700, & 800 courses completed.

Any director who becomes a certified local emergency management director will meet the requirements for following years unless the future requirements are approved by the *Alabama Local Government Training Institute established in Ala. Code Section 11-3-44*.

Any state-recognized local emergency management agency that employs a certified local emergency management director shall be entitled to receive an annual salary supplement from AEMA in an amount necessary to provide the local director with a total salary of \$40,000. The amount paid shall be the difference in the salary paid to the director on the date of his/her certification and \$40,000 per year. In no case shall the supplement be more than \$12,000 per county and such supplement shall not be paid to any local agency that does not increase the salary of the certified local emergency management director to at least \$40,000 per year. The supplement shall be paid quarterly as a reimbursement for the salary paid to the local director in the prior 3 months, under the rules established by the director of AEMA.

If the amount of the supplement is less than \$12,000 the local agency shall be eligible for additional allocation of federal funds. However, the total supplement received Page 5 by the local agency from above and the allocation of the federal funds described below shall not exceed \$12,000 per year.

Each state-recognized agency that employs a director who completes the requirements and is receiving a total salary of \$40,000 per year on the date of his or her certification shall not be entitled to a supplement. However, those agencies shall be entitled to receive an additional allocation of federal funds made available for local mitigation, planning and program purposes. AEMA shall set aside federal funds in an amount equal to 25% of the total increases in such funds above those amounts received in the fiscal year ending September 30, 2007. Those funds shall be divided equally among those state-recognized agencies qualifying under this Act. However, the total amount of salary supplement and the additional allocation of federal funds shall not exceed a total of \$12,000 per year.

Effective Date of Act 2007-462, HB395, provides minimum standards and establishes certification and continuing education programs for local emergency management directors and

provides a state supplement for local emergency management agencies that employ a certified local emergency management director.

EFFECTIVE DATE: June 14, 2007. According to: Alabama Examiners
<http://www.examiners.state.al.us/FormPub/1stSpecialandRegular07.pdf>

Question & Answer

Who is eligible to be certified as local emergency management agency director?

Individuals who (1) have completed two years of college level education, (2) have completed two hundred hours of course work in emergency management as established by the director, and (3) have at least three years of work experience in the area of emergency response, emergency management or qualified military service. To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

NOTE: If you are a local emergency management agency director on June 14, 2007 and have at least 5 years of work experience as a local emergency management director you will be deemed to meet the 2 year college education requirement. You still must have completed the 200 hours of course work.

Which certified local emergency management agencies are entitled to receive the \$12,000 to be used as a salary supplement?

Those local emergency management agencies that (1) employ a certified local emergency management agency directors; and (2) the certified local emergency management agency director is receiving a total salary of at least \$28,000 and not more than \$40,000 on the date of his/her certification.

How is the supplement applied?

The supplement is an amount necessary to move the director from the salary he or she is receiving at the date of certification to \$40,000. The maximum salary supplement is \$12,000 per year.

How is the supplement paid to the counties?

The supplement is to be paid to the counties on a monthly reimbursement under rules and procedures established by the Alabama Emergency Management Agency.

Does the supplement change should the director's employer change over time?

Should a director change employers, he or she would only be eligible for the amount of salary supplement that was established at the time of his or her certification. For example, if a director is making \$35,000 on the date of his/her certification so that \$5,000 is the amount of his/her salary supplement and transfers to another county emergency management agency, the maximum amount of salary supplement the new county shall receive is \$5,000. This applies even if the director is hired by the new county emergency management agency at \$30,000.

Is the supplement adjusted over time as the director's salary is increased?

If a county increases the amount of a director's salary above \$40,000, then the \$12,000 state salary subsidy shall be decreased by the amount of the salary increase and the federal allocation provided to the county shall be increased by an equal amount up to \$12,000. For example, in year one, a director salary on the date of certification is \$28,000. The director's salary is increased to \$40,000 using the \$12,000 state salary supplement. The County gets no federal allocation because the entire \$12,000 was used as a salary supplement. In year 2, the County increases to director's salary to \$42,000. The state salary supplement will be reduced to \$10,000 and the County could potentially receive an extra \$2,000 of EMPG dollars for local mitigation, planning and program purposes in the same manner as those counties employing directors making over \$40,000 per year.

How should directors whose salaries are split between different functions (such as 9-1-1 and EM) be treated?

The statute provides the salary subsidy is to be used to "provide the local director with a total salary of forty thousand dollars (\$40,000) per year." The Alabama Emergency Management Agency will only provide a local emergency management agency with a state salary supplement if the total salary of the director is more than \$28,000 and less than \$40,000. For example, a director makes \$12,000 from the county EM agency and \$16,000 from 9-1-1. The director would be eligible for a \$12,000 state salary supplement to bring the director's total salary to \$40,000. Suppose the director made \$20,000 from the county EM agency and \$10,000 from the county 9-1-1 agency. That County would be eligible to receive \$10,000 for a state salary supplement and the County could potentially receive an extra \$2,000 of EMPG dollars for local mitigation, planning and program purposes. Suppose the director made \$28,000 from the County EM agency and \$14,000 from the county 9-1-1. That county would only be potentially eligible for the \$12,000 EMPG allocation for local mitigation, planning and program purposes.

Which counties are eligible for additional federal funding?

Those counties with directors who are making above \$40,000 on the date of his/her certification and those counties with directors making more than Page 8 \$28,000 but less than \$40,000 on the date of his/her certification. For example, a person making \$35,000 on the date of certification will receive a salary subsidy of \$5,000 and be potentially eligible for an EMPG allocation of not more than \$7,000.

Does the supplement and/or additional allocation change should the director's employer change over time?

Should a director change employers, the new county would only be eligible for the amount of salary supplement and additional allocation of federal funds that was established at the time of the director's certification.